



FY23 Performance-Based Pay Timeline
MLS, PLS and GSS Longevity Employees

The following timeline is a full performance management cycle timeline for Montgomery County Management Leadership Service (MLS), Police Leadership Service (PLS) and General Salary Schedule (GSS) Longevity employees. Employees in these groups are eligible for performance-based pay that must be paid effective the beginning of the first pay period of the new fiscal year, **if approved by the County Executive and the County Council in the FY2023 budget.**

To ensure that eligible MLS, PLS and GSS Longevity employees receive compensation adjustments on time, the following performance planning, evaluation and appraisal actions must be completed no later than **May 15, 2023.**

	Completed	Deadline	Action	Role
Phase 1: PLAN	<input type="checkbox"/>	Jul 1, 2022	OHR open performance plans in Oracle WPM	OHR WPM Plan Administrator
	<input type="checkbox"/>	Jul 1, 2022	Begin the creation of employees' performance plans for the fiscal year: <i>goals, objectives and development plans</i>	Supervisor Employee
	<input type="checkbox"/>	Aug 13, 2022	Confirm and establish employee performance plans: <ul style="list-style-type: none">Non-Bargaining Unit (NBU) employees' plans in Oracle WPM and/or;Paper Performance Planning and Evaluation (PPE) forms for Bargaining Unit (BU) employees	Supervisor
	<input type="checkbox"/>	No later than 10 days after plan is established	Provide employee with a copy of the signed performance plan (electronic appraisals are date-stamped when routed)	Supervisor
	<input type="checkbox"/>	Aug 15, 2022	<ul style="list-style-type: none">Generate Performance Plans and Appraisal Status Monitor ReportsEnsure employee WPM performance plans and paper PPE forms are created	HR Liaison
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none">Provide and/or solicit feedback from your supervisor on your performanceDiscuss training and career development opportunities with your supervisor	Employee
			Conduct frequent performance coaching sessions throughout the year with your employees	Supervisor
Phase 2: DEVELOP	<input type="checkbox"/>	Jan 31, 2023	Schedule, conduct and document mid-year progress discussions with employees	Supervisor
			Document, sign and date mid-year progress discussion forms (electronic appraisals are date-stamped when routed)	Employee
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none">Provide and/or solicit feedback from your supervisor on your performanceDiscuss training and career development opportunities with your supervisor	Employee
			Conduct frequent performance coaching sessions throughout the year with your employees	Supervisor
Phase 3: EVALUATE	<input type="checkbox"/>	April 3, 2023	Document and provide performance accomplishments to your supervisor on your online appraisal or paper PPE form	Employee
	<input type="checkbox"/>	*May 1, 2023	<ul style="list-style-type: none">Enter performance appraisal ratings and comments online (WPM)Employee enters final overall rating comments (optional) in Oracle WPMShare and gain final approval from Reviewing Official	Supervisor Employee Reviewing Official
	<input type="checkbox"/>	**May 15, 2023	Finalize (with signature and/or electronic date stamp) all performance evaluations.	Supervisor Employee Reviewing Official
	<input type="checkbox"/>	***May 17, 2023	<ul style="list-style-type: none">Generate Performance Planning and Appraisal Status Monitor reportsEnsure all employee evaluations are completed in WPM	HR Liaison

NOTES:

- *Supervisors must send online performance evaluations to employee for final overall rating comments **before** sending evaluations electronically to Reviewing Officials for approval
- **Performance plans/evaluations are completed when the Reviewing Official finalizes in the system
- ***HR Liaisons should generate hard copies of the finalized appraisals for departmental record-keeping

WPM Tools and Resources

Visit **Performance Management Resources** and **WPM System Training Materials** for available online resources including policies and procedures, forms and guidelines

Questions

Your department HR Liaison is your first point of contact for performance management questions
If you have additional questions, please contact the Performance Management team at **Performance.Matters@montgomerycountymd.gov**